



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 551ST SIGNAL BATTALION  
BLDG 25605 BARNES AVENUE  
FORT GORDON, GEORGIA 30905

REPLY TO  
ATTENTION OF:

ATZH-TBB

1 October 2016

**MEMORANDUM FOR All 551st Signal Battalion Soldiers and Civilians**

**SUBJECT: Policy Memorandum No. 7 – Leaves, Passes, and Permissive Temporary Duty (PTDY)**

**1. References:**

- a. AR 600-8-10, Leaves and Passes, dated 16 February 2006.
- b. 15th Regimental Signal Brigade Leaves, Passes, and Permissive Temporary Duty (PTDY) Policy Memorandum Number 17

2. The application of Army leave, pass, and permissive temporary duty (PTDY) policies are a command responsibility and care must be taken at all levels of command to prevent unauthorized absences or abuse. This policy applies to permanent party personnel only. Student leaves and passes are handled IAW 15<sup>th</sup> Regimental Signal Brigade Policy Letter No. 17.

**3. Ordinary Leave:**

- a. Ordinary Leave requests (DA Form 31) will be made through the Soldier's chain of command (block 12) and forwarded to the company headquarters for company-level duty roster posting and command approval/disapproval (block 13). Leaves in excess of 30 days, OCONUS leave, and PTDY less than 20 days must be approved by the Battalion Commander (block 13). Leaves in excess of 60 days and PTDY in excess of 20 days must be approved by the Brigade Commander.
- b. Approved leaves will not be changed without the approval authority's concurrence.
- c. The requirement to sign out/in physically and telephonically is as follows:
  - 1) E7 or above may sign out/in telephonically for ordinary leave.
  - 2) E6 and below will physically sign out/in with the Battalion Staff Duty NCO (SDNCO).
  - 3) All personnel signing out/in on PCS or transition leave will physically sign out at the Battalion S1 or the Battalion SDNCO.

d. The battalion S1 will process the DA Form 31, and leave will be charged as defined on the Soldier's leave form. It is the Soldier's responsibility to immediately notify the company for any leave date changes once the leave form has been submitted. Any change to leave dates (i.e., Soldier returns early) must be verified by the Soldier's chain of command.

4. Passes:

a. A regular pass is a short, non-chargeable, authorized absence from post or place of normal duty during normal off-duty hours. Normal off-duty hours also include official holidays. Soldiers on regular pass will return NLT 2359 the evening prior to the next official workday.

b. The unit commander is the approval authority.

c. A Soldier remains in an available-for-duty status during normal off-duty hours unless absence is authorized.

d. A regular pass begins and ends on post, at duty location, or at the location from where the Soldier normally commutes to duty. The Soldier must be physically at one of these locations when departing to or returning from a regular pass.

e. A regular pass period will not exceed 72 hours in length except for official holiday weekends and public periods specifically extended by the President. Passes will not be granted in succession.

f. Three or four day passes are considered "Special Passes" and should be granted as a reward for exceeding standards. Special passes require a DA Form 31 submitted through the Soldier's supervisory chain of command and forwarded to the company headquarters for company-level duty roster posting and command approval/disapproval. A Special Pass begins and ends as described in paragraph 5.d.

g. A mileage pass will be submitted on a DA Form 31 when a Soldier travels outside a 250 mile radius. A mileage pass will be accompanied by a safety pledge statement and POV checklist.

h. For all passes, supervisors will know the location and telephone number for Soldiers in the event of an emergency.

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5. Permissive Temporary Duty (PTDY):

a. PTDY is performed at no expense to the government, and is of semi-official nature as outlined in Section XVI, AR 600-8-10. Examples include 10 days for house hunting, and up to 20 days for job hunting in conjunction with retirement.

b. PTDY will normally be taken on consecutive days, but can be granted when the authorized purpose for the PTDY cannot be completed on consecutive days (i.e., separate job interviews).

c. The amount of PTDY must correspond to the estimated time for relocation activities based on the Soldier's situation and plans. For example, PTDY may be reduced once a Soldier has found a job in the local area and does not plan to relocate. However, when the PTDY is taken in conjunction with terminal leave, the PTDY duration will not be adjusted once the Soldier has processed through the transition center even if relocation activities are complete.

d. Soldiers are reminded that PTDY begins and terminates on post, at the duty location, or at the location from which the Soldier normally commutes to duty before the PTDY begins.

e. PTDY is not an entitlement. Each request will be considered on a case-by-case basis.

f. PTDY requires completion of a DA Form 31, in accordance with AR 600-8-10, and must be approved by the Battalion Commander if taking less than 20 days or the Brigade Commander if taking 20 days.

6. The point of contact for this memorandum is SGT Katrice Wilson at [katrice.d.wilson.mil@mail.mil](mailto:katrice.d.wilson.mil@mail.mil) or (706) 791-3090.



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